

Jefferson County Position Description

Name:		Department:	Human Resources		
Position Title:	Benefits Administrator	Pay Grade:	9	FLSA:	Exempt
Date:	July, 2015	Reports To:	Human Resources Director		

Purpose of Position

The purpose of this position is to manage employee benefit programs for Jefferson County employees and retirees and is designated as Jefferson County's Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assumes the role of the County's HIPAA Privacy Officer, including training, policy development, investigating and resolving complaints or potential issues.
- Assists in preparing requests for proposal specifications for benefit programs (such as health, dental, life, Section 125b, disability, Workers' Compensation) and analyzes proposals based on established required criteria.
- Ensures benefit programs comply with applicable federal and state laws, Personnel Ordinance stipulations, regulations and qualification standards, recommending changes to policy or benefit design to ensure compliance.
- Communicates benefit design and changes with employees, arranging on-site meetings with vendors when necessary.
- Reviews and recommends settlement of Workers' Compensation claims when proposed settlements exceed the authorization limit.
- Administers county-wide Family Medical Leave program for employees, assuring Federal, State and County regulations are adhered to.
- Acts as liaison between employees and benefits vendors and coordinates the activities of benefits consultants and external advisors to obtain technical information, ensure accurate enrollments, ensure benefit contracts are followed, etc.
- Acts as first point of contact for new employees and facilitates enrollment in all benefit plans, presents benefit orientation to new employees, provides consultation for retirees or terminating employees regarding benefits options, and conducts exit interviews.
- Manages Workers' Compensation initial reporting and return to work programs and facilitates Health and Wellness Program and Employee Assistance Program.
- Makes Human Resources administrative decisions in Director's absence.
- Spearheads special projects as assigned, such as training initiatives, surveys, etc.

- Participates in and conducts surveys with other counties regarding benefits policies and packages.
- Maintains confidential files and personnel records, processes documents required for payroll and prepares custom benefit reports as required.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Serves as Hearing Officer for disciplinary action appeals as needed.
- Performs receptionist duties for Administration.
- Serves as backup to the Human Resources Assistant and/or Human Resources Specialist.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelors degree in Human Resources or related field with two to three years' experience in employee benefits administration or any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities. Experience with public sector benefit programs is beneficial, but not required.

Other Requirements:

Hours of Work: Typically Monday – Friday, however, occasional evenings or weekend hours may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date